



**A Strategic Plan for the  
Connecticut Judicial Branch  
Law Library System**

*Adopted February 29, 2000*

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## **I.** **INTRODUCTION**

Section 11-10b of the Connecticut General Statutes states that “the Supreme Court shall adopt policies for the establishment and maintenance of a system of law libraries within the state.” Such policies were adopted in June of 1990 (see Appendix A), and section 5(a) of these policies established a Law Library Advisory Committee.

Former Chief Justice Robert J. Callahan appointed the following members to the Law Library Advisory Committee to serve terms of three years commencing July 1, 1998:

Hon. Clarence J. Jones, Chairperson  
Hon. Christine S. Vertefeuille, Vice-Chairperson  
Hon. Jon M. Alander  
Attorney William H. Clendenen, Jr.  
Ms. Ann DeVeaux  
Attorney Stephen Feinstein  
Hon. Beverly J. Hodgson  
Professor Blair S. Kauffman  
Professor Darcy Kirk  
Attorney William P. Yelenak

Judge Clarence J. Jones was designated Chairperson for a one year term and Judge Christine S. Vertefeuille was designated as Vice-Chairperson for the same time period. They were reappointed for additional one year terms. However, in October 1999, Judge Vertefeuille was elevated to the Appellate Court and Judge Patrick L. Carroll, III replaced her on the Committee.

This Committee held its first meeting in September 1998. As one of its first objectives, it agreed to review the Connecticut Supreme Court Policies for the Establishment and Maintenance of a System of Law Libraries. The policies had not been amended to reflect changes that had occurred since 1990. A proposed revision to the Supreme Court policies was submitted to the Committee for consideration at its December 1998 meeting. The Committee discussed the policies as well as suggested that three new minimum standards be included: one addressing technology; one for staffing levels; and one for technical support. The staff was asked to draft these minimum standards to be reviewed at the following meeting. In

attempting to draft new minimum standards, it became apparent that a more comprehensive approach was necessary to plan for the future of the law libraries.

It was suggested that the Law Library Advisory Committee engage in a strategic planning process. The Committee decided at its March 1999 meeting to undertake this endeavor.

## **II.**

### **THE STRATEGIC PLANNING PROCESS**

Joseph D. D'Alesio, Executive Director, Superior Court Operations, agreed to act as the facilitator for the Law Library Advisory Committee's strategic planning process. In addition to the Committee members, staff participating in the strategic planning process included Faith P. Arkin, Director, Judge Support Services; Maureen D. Well, Deputy Director, Law Libraries; Lawrence G. Cheeseman, Jr., Supervising Law Librarian; and Martha J. Sullivan, Supervising Law Librarian.

The first strategic planning meeting was held on May 3, 1999 at the Quinnipiac College School of Law Library. The Committee was asked to envision the Law Library System of the future. This brainstorming session focused on identifying key components for creating the ideal Connecticut courthouse library of the 21<sup>st</sup> century. From these ideas emerged a vision statement.

A second strategic planning meeting was held on May 20 at the New Britain Courthouse. At this meeting the language of the vision statement was finalized, the Law Library System's mission statement was reexamined and revised, and four core strategic goals were developed as set out in Part III of this report.

A third strategic planning meeting was held on June 15 at the Quinnipiac College School of Law Library. The Committee developed objectives and strategies intended to achieve the four core strategic goals. They also decided to pursue a fifth goal, developed an objective for this goal, as well as four strategies to implement the fifth goal.

A draft of the vision, mission, objectives and strategies was distributed to Committee members at the end of June 1999. Comments were received in July. At the June 1999 meeting, the Committee decided to create a first draft of the strategic plan. The Committee also decided that if it approves the draft of the plan, it would then develop priorities and time tables for its implementation.

The first draft of the Strategic Plan was sent to Committee members in November of 1999. Comments and suggestions were incorporated into the plan and the second draft was distributed in February 2000.

The fourth strategic planning meeting was held on February 29, 2000 at the Quinnipiac College School of Law Library. At this meeting the Committee adopted the recommendations of the Law Library Advisory Committee's Personnel Subcommittee Report, as amended (see Appendix C). They voted unanimously to recommend that each law library own the publications listed in the document entitled *Bibliography of Core Criminal Law Publications to Provide Research Support for Capital Felony Murder Trials and Other Felony Trials* (see Appendix B). They adopted the Strategic Plan for the Connecticut Judicial Branch Law Library System with amendments approved at the February 29, 2000 meeting, and they also prioritized the goals and objectives as follows:

**Goal I. To acquire, organize, preserve and keep collections and informational resources current in order to meet customer needs.**

Objective - To ensure that the minimum collection standards are met in each law library.

**Goal II. To provide adequate staff and enhance professional development.**

Objective 1 - To determine adequate staffing levels for the Law Library Services Unit.

Objective 2 - To require adequate training opportunities for staff.

Objective 3 - To encourage professional networking.

**Goal III. To pursue a high quality environment for staff and customers.**

Objective 1 - To establish recommended minimum law library design standards for the three levels of law libraries.

Objective 2 - To provide electronic infrastructure and support.

Objective 3 - To provide adequate, comfortable space for library users and staff to work effectively.

**Goal IV. To promote the Law Library System as essential to justice and quality adjudication.**

Objective - To increase support for the Law Library system.

**Goal V. To maximize customer service and satisfaction.**

Objective 1 - To increase customer awareness of, and access to, resources and services.

Objective 2 - To continuously evaluate customer service.

Objective 3 - To provide customer education.

### **III.**

## **VISION, MISSION AND CORE STRATEGIC GOALS**

The Committee commenced the strategic planning process with the acceptance of the following principles: a **vision statement** focuses on an ideal future; a **mission statement** focuses on today; **core strategic goals** are broad statements which define the desired end targets that the law libraries will strive to achieve over the next several years. What follows are separate statements of the vision and mission as well as core strategic goals of the Law Library System.



# ***VISION OF THE LAW LIBRARY SYSTEM***

THE LAW LIBRARY SYSTEM OF THE CONNECTICUT JUDICIAL BRANCH WILL PROVIDE PROMPT AND PROFESSIONAL GUIDANCE AND ACCESS TO RELIABLE AND COMPREHENSIVE INFORMATION TO INDIVIDUALS WHO ARE RESEARCHING OR PURSUING LEGAL RIGHTS AND REMEDIES. THIS WILL BE ACCOMPLISHED BY USING THE LATEST TECHNOLOGY AND MAINTAINING AN UP-TO-DATE COLLECTION OF APPROPRIATE MATERIALS SUFFICIENT TO MEET THE NEEDS OF ITS USERS.

# ***MISSION OF THE LAW LIBRARY SYSTEM***

THE MISSION OF THE LAW LIBRARY SERVICES UNIT IS TO PROVIDE THE COURTS AND THE PUBLIC WITH ACCESS TO COMPREHENSIVE AND CURRENT LEGAL MATERIALS AND RESOURCES IN AN EFFICIENT AND TIMELY MANNER AND TO PROVIDE BIBLIOGRAPHIC ASSISTANCE, LEGAL REFERENCE AND RESEARCH GUIDANCE TO ALL PATRONS.

## ***CORE STRATEGIC GOALS***

- I. TO ACQUIRE, ORGANIZE, PRESERVE AND KEEP COLLECTIONS AND INFORMATIONAL RESOURCES CURRENT IN ORDER TO MEET CUSTOMER NEEDS.
- II. TO PROVIDE ADEQUATE STAFF AND ENHANCE PROFESSIONAL DEVELOPMENT.
- III. TO PURSUE A HIGH QUALITY ENVIRONMENT FOR STAFF AND CUSTOMERS.
- IV. TO PROMOTE THE LAW LIBRARY SYSTEM AS ESSENTIAL FOR ACCESS TO JUSTICE AND QUALITY ADJUDICATION.
- V. TO MAXIMIZE CUSTOMER SERVICE AND SATISFACTION.

#### **IV.**

### **OBJECTIVES AND STRATEGIES**

The following are the objectives and strategies which were formulated for each of the five core strategic goals. **Objectives** describe what actions need to be undertaken to accomplish the core strategic goals. They are a means for achieving the goals. **Strategies** set forth how the objectives will be met.

## Core Strategic Goal I

**To acquire, organize, preserve and keep collections and informational resources current in order to meet customer needs.**

## Objective

**To ensure that the minimum collection standards are met in each law library.**

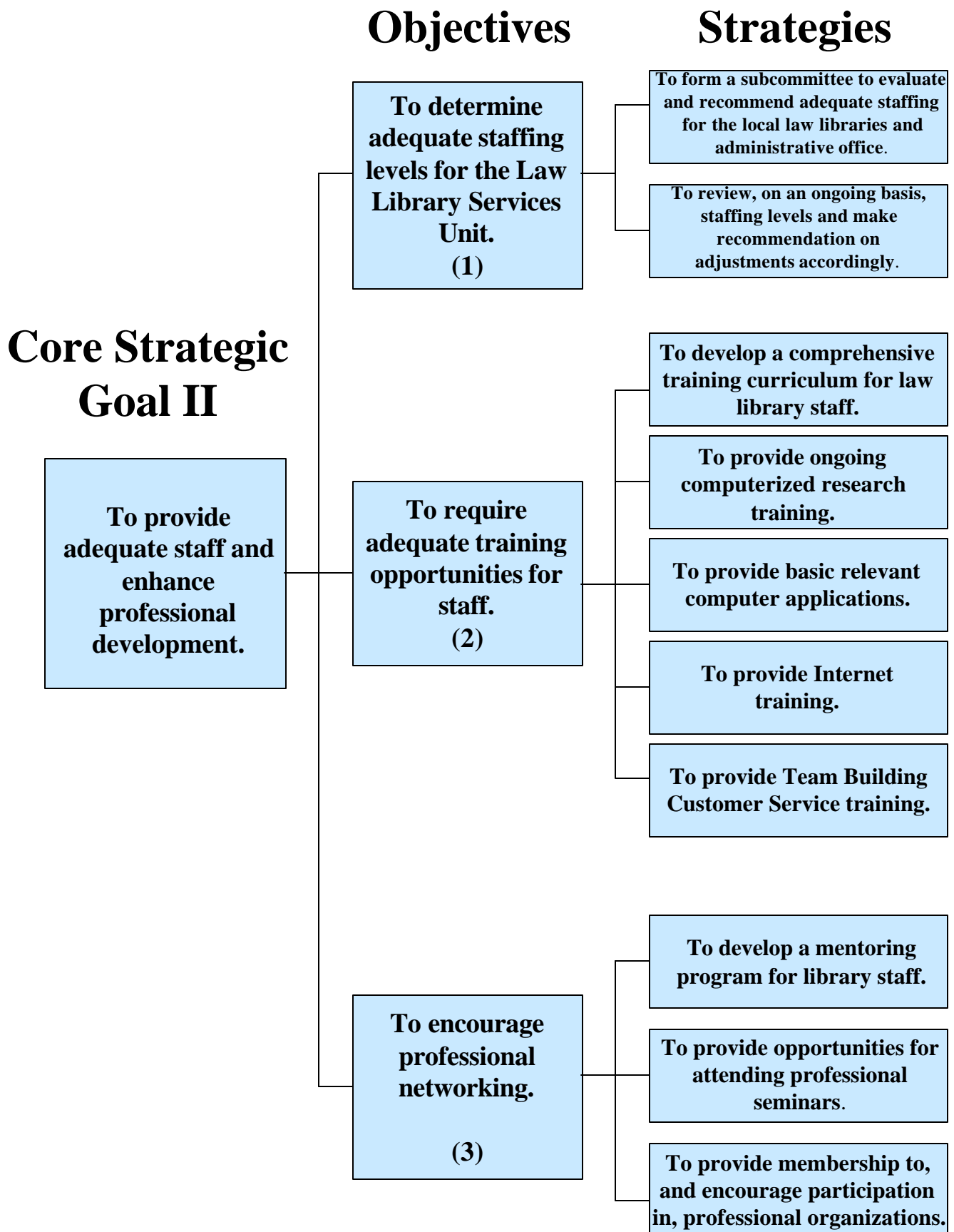
## Strategies

**To complete the evaluation of the minimum collection standards and make recommendations accordingly.**

**To review minimum collection standards to determine the appropriate format, e.g., hard copy, electronic.**

**To obtain adequate funding.**

**To perform continuous review of the minimum collection standards.**



## **Core Strategic Goal III**

### **Objectives**

**To establish  
recommended  
minimum law  
library design  
standards for the  
three levels of  
law libraries.**

**(1)**

**To provide  
electronic  
infrastructure  
and support.**

**(2)**

**To provide  
adequate,  
comfortable space  
for library users  
and staff to work  
effectively.**

**(3)**

### **Strategies**

**To get computer technical  
support, i.e., computer  
technician.**

**To provide Internet access  
at all computers.**

**To provide adequate  
data jacks.**

**To provide law library  
intranet.**

**To include membership of Judicial  
Branch law librarians on bar  
association technology committees.**

**To establish a standing  
subcommittee on technology.**

**To survey each law library  
to determine needs.**

**To survey customers as  
to their needs.**

**To establish minimum  
standards, e.g.,  
data jacks, outlets.**

**To prioritize and implement  
needs.**

## Strategies

## Core Strategic Goal IV

**To promote the  
Law Library  
System as essential  
for access to  
justice and quality  
adjudication.**

## Objective

**To increase support  
for the Law Library  
System.**

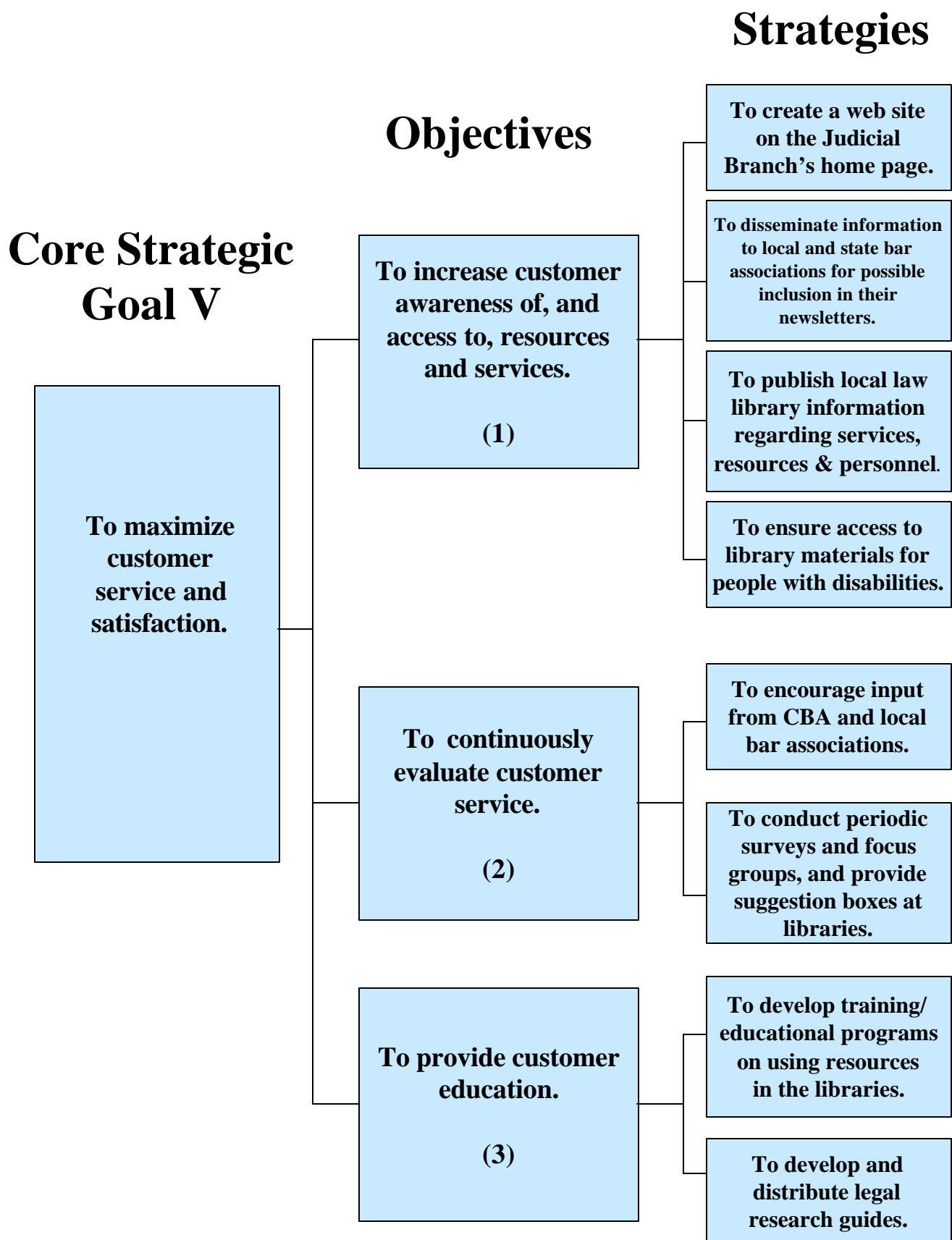
**To develop an effective  
marketing plan to educate  
customers as to its vision,  
mission and plan.**

**To develop organized  
outreach efforts.**

**To promote ongoing  
dialogue with judges to  
ensure that the law  
libraries continue to meet  
their needs.**

**To coordinate information  
about customer needs with  
organized constituents.**





## **V.**

### **PROGRESS TO DATE**

Law Library Advisory Committee members and staff have actively pursued certain strategies during the past eight months. Progress has been made in the pursuit of all five core strategic goals.

**Goal I.      To acquire, organize, preserve and keep collections and informational resources current in order to meet customer needs.**

The total budget allocation for fiscal year 1999-2000 was increased from \$1,040,000 to \$1,398,000. This increase in the budget will strengthen the Law Library System collections and supports the objective of ensuring that the minimum collection standards are met in each law library. This budget has enabled the law libraries at Milford, New Britain and Willimantic to be fully funded at the level of a small library. In addition, the budget allocation to each type of library was increased by 14.5%. Consequently, a small library budget increased from \$48,000 to \$55,000; a medium-size library budget increased from \$82,000 to \$94,000; and a large library budget increased from \$117,000 to \$134,000.

At the request of Deputy Chief Court Administrator Judge Joseph P. Flynn, a bibliography of core criminal law publications to provide research support for capital felony murder trials and other felony trials was prepared (see Appendix B). Chief Justice Francis M. McDonald, Jr. has placed a renewed emphasis on disposing of capital cases and other serious felonies more expeditiously.

A draft of the bibliography in the form of a questionnaire was sent to all judges assigned to criminal matters. They were asked to indicate which publications they would recommend be included in this core list. They were also given the opportunity to recommend any other publications not included in the proposed bibliography.

Judge Flynn also sent the draft bibliography to the Chief State's Attorney, Chief Public Defender and Presidents of the Connecticut Bar Association, Connecticut Trial Lawyers Association and Connecticut Criminal Defense Lawyers Association. He asked for their input concerning this list and requested a response by January 7, 2000.

## **Goal II.      To provide adequate staff and enhance professional development.**

The first objective established by the Committee for this goal was to determine adequate staffing levels for the Law Library Services Unit. At the June meeting of the Law Library Advisory Committee, a Personnel Subcommittee was established to evaluate and recommend adequate staffing for the local law libraries and administrative office. This Subcommittee met in July and came up with specific recommendations. The Personnel Subcommittee's report, as amended at the February 29, 2000 meeting, is attached in Appendix C.

During the process, the need for a law librarian in Willimantic was identified and authorization was provided to fill the position. A recruitment ensued, with the successful candidate starting on October 8, 1999. With librarians staffing Milford, New Britain and Willimantic, there are no longer any unstaffed libraries in the system.

Staffing levels changed again in January 2000. The Interlibrary Loan Librarian's position in Middletown was increased from 21 to 39 hours per week. Authorization was also received to change the permanent, part-time 25 hours/ week Law Librarian position in Milford to a permanent, full-time 40 hours/ week position.

The second objective established for Goal II is to require adequate training opportunities for staff. Two Supervising Law Librarians agreed to co-chair a Continuing Education (CE) Committee. During the summer a questionnaire was distributed to staff seeking their input in the development of a comprehensive continuing education curriculum. The first CE training session for FY2000 was held at the New Britain Law Library (see Appendix D). The topic was "Strategic Use of Internet Search Engines in Connecticut." The three hour seminar was offered on two separate days so that all staff could attend and course evaluations were very positive.

The third objective is to encourage professional networking. One of the strategies for this objective is to provide opportunities for attending professional seminars. The Judicial Branch has provided support for various law librarians to attend the 92<sup>nd</sup> Annual Meeting of the American Association of Law Libraries in Washington, D. C., on July 17-21, 1999, a one-day library marketing seminar in Boston, and a Law Librarians of New England meeting on family law.

## **Goal III.      To pursue a high quality environment for staff and customers.**

All personal computers in the law libraries have been replaced by Pentiums as part of the Judicial Branch's Y2K initiative. The computer replacements and the

installation of necessary data jacks and outlets was accomplished by December 10, 1999. These changes support the objective of providing electronic infrastructure and support for the Law Library System.

**Goal IV. To promote the Law Library System as essential for access to justice and quality adjudication.**

The objective of increasing support for the Law Library System has as one strategy the development of an effective marketing plan for educating customers as to its vision, mission and plan. A Marketing Committee of law librarians has been established. It was agreed that while the committee developed a marketing plan, its members would also begin some promotional activities. A flyer announcing the availability of KeyCite was the first public relations item prepared by the committee and distributed to all libraries (see Appendix E).

**Goal V. To maximize customer service and satisfaction.**

The first objective is to increase customer awareness of, and access to, resources and services. One of the strategies is to create a web site on the Judicial Branch's home page. A committee of law librarians developed the content for a Law Library System web site which was reviewed and forwarded to the Judicial Branch External Affairs Division. The web site was launched on December 2, 1999.

The second objective is to provide customer education. One of the strategies is to develop and distribute legal research guides. Four separate guides have been produced and distributed to all libraries in the system. They are entitled: "Marital Property in Connecticut," "Rights of Minors in Connecticut," "Marriage & Its Termination in Connecticut," and "Legislative Histories of Selected Connecticut Family Laws."

A third objective is to continuously evaluate customer service. One of the strategies is to conduct periodic surveys and focus groups, and provide suggestion boxes at libraries. After adoption of the initial plan, the surveys and focus groups will be addressed. The suggestion boxes have been acquired and are now available in every library.

## **VI.**

### **NEXT STEPS IN THE PLANNING PROCESS**

The Law Library Advisory Committee set April 11, 2000 as their next meeting date. The primary agenda items will include the establishment of realistic timelines for the goals, objectives and strategies; a review of the Supreme Court Policies for the Establishment and Maintenance of a System of Law Libraries; the selection of strategies to implement the objective, “to establish recommended minimum law library design standards for the three levels of law libraries;” and a preliminary report from the Law Library Design Standards Subcommittee.

# **APPENDIX A**

**The Connecticut Supreme Court**  
**Policies for the Establishment and Maintenance**  
**of a System of Law Libraries**  
*Approved on February 15, 2001*

1. Law libraries are established in the Judicial Districts of Ansonia/Milford at Milford, Danbury at Danbury, Fairfield at Bridgeport, Hartford at Hartford, New Britain at New Britain, Litchfield at Litchfield, Middlesex at Middletown, New Haven at New Haven, New London at New London and Norwich, Stamford/Norwalk at Stamford, Tolland at Rockville, Waterbury at Waterbury and Windham at Willimantic and Putnam.
2. Access to current legal publications shall be provided at each of the above-mentioned law libraries in a format and manner sufficient to meet the needs of the user, including but not limited to print, electronic or microform format. Each law library shall have as a minimum the materials specified in Appendix A.
3. All law libraries shall be open to the public from 9:00 a.m. to 5:00 p.m., Monday through Friday, exclusive of state holidays and such times as they may be closed due to adverse weather conditions or as may be ordered by the Chief Court Administrator.
4. In accordance with generally accepted library science principles and practices, law libraries shall provide reference, circulation, bibliographic instruction, computer-assisted research, interlibrary loan, document delivery, computer printer, photocopier, and microform reader-printer services to the courts and citizens of the state at all times the libraries are open and staffed. These services shall be provided free of charge, except that a reasonable fee shall be charged for the photocopier, computer printer, document delivery, floppy disk and microform reader-printer services.
5.
  - (a) A law library advisory committee, consisting of eleven members, is hereby established. The members of the committee shall be appointed by the Chief Justice for a term commencing on the date of their appointment and expiring three years after the July 1<sup>st</sup> following their appointment. The Chief Justice shall designate from among the members of the committee a chairperson and a vice chairperson who shall act in the absence of the chairperson, each for terms of one year commencing July 1<sup>st</sup>. The Deputy Director of Law Libraries shall attend all meetings and act as Secretary to the Committee.
  - (b) The committee shall meet at least annually and more often if its business so dictates. Meetings may be called by the chairperson on the chairperson's own motion or on the

request of any three members of the committee.

- (c) The committee, annually and at such other times as it deems necessary, may report to the Chief Justice and the Chief Court Administrator any recommendations it may have concerning the adequacy of the funding and services provided by the various law libraries, whether additions or deletions should be made to the list of law libraries so established, whether amendments should be made to the minimum collection standards (Appendix A) for the various law libraries, and such other matters as the committee believes are pertinent to the operation of the law libraries.
6. These policies shall be published annually in the Connecticut Law Journal.



## APPENDIX A

Litchfield		
Middletown		
Milford		
New Britain	Danbury	Bridgeport
Putnam	Hartford	New Haven
Rockville	New London	Stamford
Willimantic	Norwich	Waterbury

### **LAW LIBRARY MINIMUM COLLECTION STANDARDS**

#### **(1) Connecticut Materials**

(A)	Official and commercially published judicial decisions	X	X	X
(B)	Official and commercially published digests	X	X	X
(C)	<u>Shepard's Connecticut Citations</u>	X	X	X
(D)	Official and commercially published session laws	X	X	X
(E)	Official and commercially published statutory compilations	X	X	X
(F)	Administrative code and published agency decisions	X	X	X
(G)	Official and commercially published practice books	X	X	X
(H)	Bar association code of ethics, opinions and statewide grievance decisions	X	X	X
(I)	Local charters and ordinances for towns in the judicial district in accordance with C.G.S. §7-148a	X	X	X
(J)	A comprehensive collection of Connecticut textbooks, treatises, form books, and practice aids	X	X	X
(K)	A comprehensive collection of Connecticut legal newspapers, law reviews, and journals	X	X	X
(L)	Records and briefs of cases heard in the appellate courts of the state	X	X	X
(M)	Proposed bills, legislative bulletins, list of bills, file copies, calendars, public acts, and journals for the current session	X	X	X
(N)	Transcripts of the House and Senate proceedings and the public hearings	X	X	X
(O)	A looseleaf service covering state taxation		X	X
(P)	A substantial duplication of materials set forth in subsections (1)(A) through (1)(N)			X

Litchfield		
Middletown		
Milford		
New Britain	Danbury	Bridgeport
Putnam	Hartford	New Haven
Rockville	New London	Stamford
Willimantic	Norwich	Waterbury

(2) **Federal Materials**

(A)	<u>United States Reports</u> or <u>Supreme Court Reporter</u> or <u>United States Supreme Court Reports, Lawyers' Edition</u>	X	X	X
(B)	<u>Federal Reporter</u> , <u>Federal Supplement</u> , <u>Federal Rules Decisions</u> , <u>Bankruptcy Reporter</u> , and <u>United States Claims Court Reporter</u>	X	X	X
(C)	A digest of all United States Supreme Court reports, and a digest of all federal reports	X	X	X
(D)	<u>Shepard's United States Citations</u> , <u>Shepard's Federal Citations</u> , and <u>Shepard's Bankruptcy Citations</u> or a comparable citator service	X	X	X
(E)	<u>United States Code Congressional And Administrative News</u>	X	X	X
(F)	<u>United States Code Annotated</u> or <u>United States Code Service</u>	X	X	X
(G)	<u>Federal Register</u> and <u>Code of Federal Regulations</u>	X	X	X
(H)	<u>Bankruptcy Digest</u> and <u>United States Claims Court Digest</u>		X	X
(I)	<u>Shepard's Code of Federal Regulations Citations</u> or a comparable citator service		X	X
(J)	<u>United States Reports</u> , <u>Supreme Court Reporter</u> , and <u>United States Supreme Court Reports, Lawyers' Edition</u>			X
(K)	<u>Federal Cases</u>			X
(L)	A second edition of the United States code			X
(M)	<u>United States Statutes At Large</u>			X
(N)	<u>United States Treaties And Other International Agreements</u>			X
(O)	Selected administrative reports			X
(P)	Citators for selected administrative reports			X

	Litchfield		
	Middletown		
	Milford		
	New Britain	Danbury	Bridgeport
	Putnam	Hartford	New Haven
	Rockville	New London	Stamford
	Willimantic	Norwich	Waterbury
(Q) A national legal newspaper			X

(3) **General American Publications**

(A) Regional reporters of the National Reporter System: <u>Atlantic</u> , <u>North- eastern</u> , <u>Northwestern</u> , <u>Pacific</u> , <u>Southeastern</u> , <u>Southern</u> , <u>Southwestern</u> , plus the <u>California Reporter</u> and <u>New York Supplement</u>	X	X	X
(B) American Digest System	X	X	X
(C) Shepard's citations for the regional reporters, California, and New York or a comparable citator service	X	X	X
(D) <u>American Law Reports</u>	X	X	X
(E) A collection of textbooks, treatises, and practice aids of contemporary value on legal subjects of interest to the clientele of the library	X	X	X
(F) A collection of the legal periodicals which are indexed in the <u>Index To Legal Periodicals</u> or other similar indices (including all law reviews published in Connecticut)	X	X	X
(G) A legal encyclopedia, two law dictionaries, a general dictionary, a medical dictionary, and a general reference collection	X	X	X
(H) Two basic form sets, a general pleading, a general evidence, and a general trial practice set	X	X	X
(I) An index to legal periodicals	X	X	X
(J) <u>Words and Phrases</u>	X	X	X
(K) <u>Restatements Of The Law</u>	X	X	X
(L) <u>Uniform Laws Annotated</u>	X	X	X
(M) <u>Martindale-Hubbell Law Directory</u>	X	X	X
(N) <u>U.S. Law Week</u>	X	X	X

		Litchfield Middletown Milford New Britain Putnam Rockville Willimantic	Danbury Hartford New London Norwich	Bridgeport New Haven Stamford Waterbury
(O)	Statutory compilations and session laws for New York and Massachusetts		X	X
(P)	<u>Atlantic Digest</u> and <u>New York Digest</u>		X	X
(Q)	A second legal encyclopedia		X	X
(R)	A broad collection of textbooks, treatises, form books, and practice aids of contemporary value on legal subjects of interest to the clientele of the library		X	X
(S)	A collection of looseleaf services of contemporary value on legal subjects of interest to the clientele of the library		X	X
(T)	A broad collection of legal periodicals which are indexed in the <u>Index To Legal Periodicals</u> or other similar indices		X	X
(U)	American Bar Association standards and professional ethics opinions		X	X
(V)	The published reports of decisions of the courts of last resort prior to the National Reporter System			X
(W)	Statutory compilations for the New England states and for selected, leading states			X
(X)	Citators to cover selected, specialized subjects			X
(Y)	A comprehensive collection of significant textbooks, treatises, form books, and practice aids of contemporary value on legal subjects of interest to the clientele of the library			X
(Z)	A broad collection of looseleaf services of contemporary value on legal subjects of interest to the clientele of the library			X
(AA)	An extensive collection of legal periodicals which are indexed in the <u>Index To Legal Periodicals</u> or other similar indices			X
(4)	<b>Core criminal law publications to provide research support for capital felony murder trials and other felony trials</b>			

	Litchfield Middletown Milford New Britain Putnam Rockville Willimantic	Danbury Hartford New London Norwich	Bridgeport New Haven Stamford Waterbury
See attached bibliography.	X	X	X
(5) <b>Specialized publications to provide research support for the special dockets of the superior court</b>	X	X	X

# **APPENDIX B**

# **A Bibliography of Core Criminal Law Publications To Provide Research Support for Capital Felony Murder Trials and Other Felony Trials**

Initial compilation by Lawrence Cheeseman, Jonathan Stock, Martha Sullivan  
and Maureen Well, 12/1/99; revised 2/29/00.

- ABA Standards for Criminal Justice*. Chicago: American Bar Association [complete set, plus standards as reissued]
- American Criminal Law Review*. Chicago: American Bar Association, 1971-
- American Law Institute**. *Model Penal Code: Official Draft and Explanatory Notes*. ALI, 1985.
- American Law Institute**. *Model Penal Code and Commentaries*. 7 vol., ALI, 1985.
- Bergman**, Barbara E. *Wharton's Criminal Evidence*. 15<sup>th</sup> ed., Clark Boardman Callaghan, 1997. [updated annually; last supplement, 12/98]
- BNA's Criminal Law Reporter*. [weekly supplementation]
- BNA's Criminal Practice Manual*. [updated quarterly]
- Borden**, Hon. David M. and Leonard Orland. *Criminal Jury Instructions*. (Connecticut Practice Series, vol. 5) 2d ed., West Group, 1997. [updated annually; last supplement, 10/99]
- Borden**, Hon. David M. and Leonard Orland. *Criminal Law*. (Connecticut Practice Series, vol. 10) West Group, 1999. [updated annually]
- Bruckmann**, Joseph G., G. Douglas Nash and Joette Katz. *Connecticut Criminal Caselaw Handbook, A Practitioner's Guide*. The Connecticut Law Tribune, 1989 [1992 Supplement]
- Burkoff**, John M. *Criminal Defense Ethics: Law and Liability*. Clark Boardman Callaghan, 1986. [updated annually; last supplement, 9/99]
- Burkoff**, John M and Hope L. Hudson. *Ineffective Assistance of Counsel*. Clark Boardman Callaghan, 1993. [looseleaf updating; last supplement 8/99]
- Campbell**, Arthur W. *The Law of Sentencing*. 2d ed., Clark Boardman Callaghan, 1991. [updated annually; last supplement, 9/99]
- Carr**, James G. *The Law of Electronic Surveillance*. Clark Boardman Callaghan, 1995. [updated annually; last supplement, 10/99]
- Cipes**, Robert M. *Criminal Defense Techniques*. Matthew Bender, 1969. [looseleaf updating; last supplement, 11/99]
- Cook**, Joseph G. *Constitutional Rights of the Accused*. 3d ed., Clark Boardman Callaghan, 1996. [updated annually; last supplement, 6/99]
- Criminal Justice*. Chicago: American Bar Association, 1986-
- Criminal Law Bulletin*. Warren, Gorham & Lamont, 1965-
- Diagnostic and statistical manual of mental disorders: DSM-IV*. 4<sup>th</sup> ed., Washington, DC: American Psychiatric Association, 1994.
- Erwin**, Richard E. *Defense of Drunk Driving Cases: Criminal- - Civil*. 3d ed., Matthew Bender, 1971. [looseleaf updating; last supplement, 1/00]
- Ethical Problems Facing the Criminal Defense Lawyer: Practical Answers to Tough Questions*. Chicago, American Bar Association, 1995.
- Faigman**, David L. *Modern Scientific Evidence: the Law and Science of Expert Testimony*. West Group, 1997. [updated annually; last supplement, 4/99]
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# **APPENDIX C**

**Law Library Advisory Committee  
Personnel Subcommittee  
Report**

***Submitted October 15, 1999  
Adopted, as amended, February 29, 2000***

**Hon. Clarence J. Jones  
Hon. Beverly J. Hodgson  
Professor Darcy Kirk  
Maureen D. Well  
Lawrence G. Cheeseman, Jr.**

On July 7, 1999 Judge Clarence J. Jones, Judge Beverly J. Hodgson, Professor Darcy Kirk, UCONN Law School; Maureen D. Well, Deputy Director, Law Libraries; and Lawrence G. Cheeseman, Jr., Supervising Law Librarian, met at the New Haven J.D. courthouse to evaluate and make recommendations for change in the current staffing levels of the Law Library Services Unit. They reviewed a chart comparing staffing levels and materials' budgets in trial court libraries in Connecticut, Massachusetts and New York. They also reviewed the personnel section of the American Association of Law Libraries County Law Library Standards and they considered the Library Operations Survey used by the New York State Unified Court System.

Each library was discussed on a case-by-case basis and specific recommendations were formulated. The Subcommittee's rationale was best summarized in a preamble statement prepared by Judge Hodgson. She wrote:

"Over the past 10 years, the functions of courthouse law libraries have changed dramatically. The proliferation of computerized legal research and the increasing dependence on data bases rather than volumes have added at least 50% more work to the duties of law librarians, who now update computerized materials, keep computers and software in working order, teach new users the basic skills of using unfamiliar equipment, and assist in locating information on-line and through CD-ROM resources. Many lawyers and most lay people require much more assistance in using these materials, and the librarians have become teachers of access skills.

The introduction of computerized bodies of information has not diminished the work load associated with updating books and looseleaf services, ordering, cataloguing, and performing traditional services to clients. Since the new technology may be beyond the reach of lawyers in small firms, they are more reliant on the law libraries and on the aid of library staff in locating materials and mastering computer access to them.

The level of library staffing has failed to reflect the enormous increase in the kinds and number of tasks now performed in the law libraries. The level of skill required to assist in computer-assisted research means that most needs for additional staff are for highly skilled, trained librarians at the Law Librarian I/II rank, rather than for Law Library Assistants, who have performed the less skilled tasks related to upkeep of sets of volumes, shelving, etc."

The Subcommittee recommends that increased staffing be phased in over a two year period, with FY00 being year 1 and FY01 being year 2. As a goal, they believe that minimum staffing levels in the Law Library System should be such that at least one staff member is always present to assist library patrons.

In general, the Subcommittee concluded that staffing levels in a large library should approximate 4 full-time equivalent positions; a medium-size library should have 2 full-time equivalent positions; staffing levels in small libraries should range between 1 and 2 full-time equivalent positions, depending upon local considerations; and that the Law Library Administrative Office should be staffed by 2 FTE's (full-time equivalent positions). It was also agreed that these recommended staffing levels should be reviewed on an ongoing basis and adjustments made accordingly.

After thorough discussion, the Personnel Subcommittee recommends the following:

LOCATION	AUTHORIZED STAFFING LEVEL 10/15/99	RECOMMENDED INCREASE		AUTHORIZED STAFFING LEVEL 2/29/00	TOTAL GOAL
		FY00	FY01		
Large Libraries					
Bridgeport	2.97 FTE	1 FTE Law Librarian I/II		2.97 FTE	3.97 FTE
New Haven	2.97 FTE	1 FTE Law Librarian I/II		2.97 FTE	3.97 FTE
Stamford	2.97 FTE		1 FTE Law Librarian I/II when new courthouse is completed	2.97 FTE	3.97 FTE
Medium-Size Libraries					
Danbury	1.25 FTE	.25 FTE Law Library Assistant	.50 FTE Law Librarian I/II	1.25 FTE	2.0 FTE
Hartford <sup>1</sup>	1.47 FTE	.53 FTE Law Librarian I/II	.50 FTE Law Library Assistant	1.47 FTE	2.5 FTE
New London	1.25 FTE	.25 FTE Law Library Assistant	.50 FTE Law Librarian I/II	1.25 FTE	2.0 FTE
Norwich	1.25 FTE	.25 FTE Law Library Assistant	.50 FTE Law Librarian I/II	1.25 FTE	2.0 FTE
Waterbury	1.25 FTE	.25 FTE Law Library Assistant	.50 FTE Law Librarian I/II	1.25 FTE	2.0 FTE

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<sup>1</sup>The Law Library at Hartford serves both the Superior and Appellate courts.

LOCATION	AUTHORIZED STAFFING LEVEL 10/15/99	RECOMMENDED INCREASE		AUTHORIZED STAFFING LEVEL 2/29/00	TOTAL GOAL
		FY00	FY01		
Small Libraries					
Litchfield <sup>2</sup>	.97 FTE			.97 FTE	1.97 FTE
Middletown <sup>3</sup>	1.52 FTE	Change part-time position to a full-time position or 1.0 FTE Law Librarian I/II	.50 FTE Law Library Assistant	1.97 FTE	2.5 FTE
Milford	.62 FTE	Change part-time position to full-time position or 1.0 FTE Law Librarian I/II		1.0 FTE	1.0 FTE
New Britain <sup>4</sup>	1.0 FTE	.50 FTE Law Librarian I/II		1.0 FTE	1.5 FTE
Putnam	.97 FTE	.50 FTE Law Library Assistant		.97 FTE	1.47 FTE
Rockville <sup>5</sup>	.97 FTE	.50 FTE Law Librarian I/II	.50 FTE Law Library Assistant	.97 FTE	1.97 FTE
Willimantic	.62 FTE	Change part-time position to full-time position or 1.0 FTE Law Librarian I/II		.62 FTE	1.0 FTE

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<sup>2</sup>When the new courthouse is completed, add .50 FTE Law Library Assistant and .50 FTE Law Librarian I/II.

<sup>3</sup>The Law Librarian I/II functions as the Interlibrary Loan Librarian for the System. This activity has increased significantly and needs the attention of a full-time librarian.

<sup>4</sup>This library is highly computerized and serves many specialty courts.

<sup>5</sup>The new Criminal Courthouse is two blocks away from the library. Serving these patrons will take additional staff.

LOCATION	AUTHORIZED STAFFING LEVEL 10/15/99	RECOMMENDED INCREASE		AUTHORIZED STAFFING LEVEL 2/29/00	TOTAL GOAL
		FY00	FY01		
Administrative Office					
Hartford	1.37 FTE	Change part-time position to full-time position or 1.0 FTE Law Librarian I/II		1.37 FTE	2.0 FTE



# **APPENDIX D**

**Connecticut Judicial Branch Law  
Libraries'**

# Continuing Ed



## **Strategic Use of Internet Search Engines**

**in Connecticut**

**Faculty**

**Mary Fuller**

**Lawrence Cheeseman**

**September 28th & 30**

**9:30 to 12:30**

**A recreation of their respective presentations for**

**Institute for Paralegal Education, A Division of NBI, Inc.**

**Details & Signup Enclosed**

*The Continuing  
Education Committee*



**Branch Law  
Libraries**

**Connecticut Judicial  
Branch Law Libraries'**

Martha Sullivan  
Lawrence Cheeseman  
Co-chairs

Phone: 860-343-6560  
Fax: 860-343-6568  
Email: larry.cheeseman  
@jud.state.ct.us

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## **Seminar Agenda**

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### **I. WHAT ARE SEARCH ENGINES**

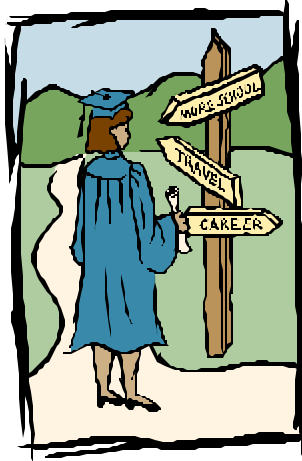
- A. History of Search Engines
- B. Most Famous Search Engines
- C. Why Use Search Engines
- D. Why is Searching on the internet Different Than Westlaw or Lexis
- E. How to Know Which Search Engine to Use

### **II. SIMPLE SEARCHING: COMPARING THE TOP 10 SEARCH ENGINES**

- A. Yahoo for Broad Searching
- B. Hotbot for Specialized Searching
- C. Altavista for Narrow Searching
- D. Excite and Infoseek for “More Like This” Searching
- E. Metasearching: Searching 10 or More Search Engines at a Time

### **III. ADVANCE SEARCHING**

- A. Exploring Altavista’s Enriched Search Techniques
- B. Discovering Hotbot’s Template Searching Methodologies
- C. Discussing In-Depth the “More Like This” Link



Let Us Know Your First Choice

Tuesday, September 28th  
or  
Thursday, September 30<sup>th</sup>

9:30 to 12:30  
New Britain Law Library  
The Computer Lab

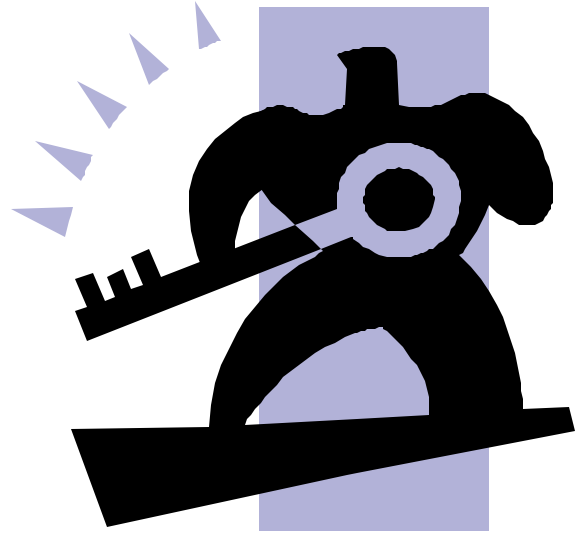
Reply to:

Larry Cheeseman or Jeff Dowd  
(860) 343-6560  
FAX (860) 343-6568

ASAP to be assured of getting your first choice

# **APPENDIX E**

# KeyCite Is Now Available



**KeyCite** is a citation research service available from West Group. You can use KeyCite to

- trace the history of a case;
- retrieve a list of all cases on Westlaw that cite a case;
- track the legal issues in a case; and
- find case discussions by legal experts

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FOR INFORMATION AND INSTRUCTION  
SEE THE LAW LIBRARIAN